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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Space, Maintenance and Facilities *OK* DATE: 7 October 1953

FROM : Chief, Building Maintenance and Utilities *10/7/53.*

SUBJECT: Report of Operation by the Building Maintenance and Utilities Branch during the month of September 1952 and September 1953.

Volume:	<u>1952</u>	<u>1953</u>
1. Requests for services processed during month of September.		
A. New requests by memorandum or requisition	306	164
B. On hand prior to September 1	30	18
Total	<u>336</u>	<u>182</u>
C. Written orders placed with GSA	183	129
D. Number on hand as of 30 September	31	18
E. On hand 60 days or more and not yet submitted to GSA.	0	0
2. Funds obligated during month of September.		
1. Routine alterations and installations	\$18,300	\$10,903
2. Estimated cost of Item C, 1952	26,837	-----
3. Estimated cost of other allotments (09)	<u>70,350</u>	<u>600</u>
	\$115,487	\$11,503
4. Protective Service (GSA Guards)		
a. 183 reimbursable posts	\$94,133	\$102,985
5. Laborers and Trucks (From GSA)	5,333	10,665
3. Sums paid to GSA during May against orders encumbered in fourth quarter.		
1. Alterations and Installations	\$57,785	\$36,867
2. Guards	81,617	116,925
3. Firemen-Laborers	3,679	2,070
4. Janitor	14	
5. Elevator	<u>36</u>	
	\$143,131	\$155,862

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4. Work Load Status		
A. Orders submitted to GSA non-reimbursable		
In writing	12	10
Verbal	400	250
B. Inter-office memorandum	29	33
Inter-Agency letters	9	3
C. Space moves during September	35	11
Total personnel moves	20	401
Estimated Cost	\$6,848	\$11,044
D. Number of requests on which orders have been placed but work has not been completed.		

30 days old	44
60 days old	46
90 days old	16
120 days old	12
	<u>118</u>

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